

**General Services Administration  
FEDERAL CIVILIAN AGENCIES HOUSEHOLD GOODS RELOCATION COMMITTEE  
Meeting Minutes  
July 11, 2001  
Washington, DC**

**Attendees:**

Ballantine, Rossana, DOE  
Bania, Noreen, DOS  
Beard, Brenda, FAA  
Bembenek, Ted, GSA, OGP  
Fouts, Bill, USCS  
Holton, Pamela, FBI  
Oden, Les, DOI  
Owens, Lisa, FBI  
Pate, Clara, GSA  
Purdy, Gorman, GSA  
Silvis, Pam, VA  
Stone, Kay, USGS  
Tucker, Larry, GSA  
Waldon, Sheilah, GSA  
Welch, Modestine, VA  
Wilches, Frances, USDA

Noreen Bania, the Committee's Executive Director, opened the meeting at 9:10 a.m. and welcomed attendees. Larry Tucker, Senior Program Analyst, Transportation Management Division followed with opening remarks.

**Meeting Agenda Topics**

Noreen and Larry each individually expressed great concern over the continuing failure of a majority of Committee members to submit agenda items in advance of meetings to allow GSA to put together a meaningful agenda that will make the quarterly meetings worthwhile and a productive use of agency representatives' time. Despite Noreen's and Larry's repeated pleas, for over a year only two people (always the same two) have submitted suggested discussion topics prior to meetings. This time GSA received none because the two people who generally have been offering suggestions were unable to attend the July 11<sup>th</sup> meeting. We had only one carryover topic from a previous meeting, and even that was from one of the two people who could not attend.

Without suggested meeting topics it is difficult for GSA to plan a meeting that will be responsive to your needs and concerns. To obtain subject matter experts on topics of interest to you, we must have advance notice and be able to prepare. We also have been bearing the expense of having one of our CHAMP operations managers from the Heartland Region in Kansas City attend the meetings to address program operational issues of interest/concern to you. We did not do that for the July 11<sup>th</sup> meeting, however, since it is expensive for Kansas City staff to travel here, and we had no agenda items from you.

As Noreen and Larry discussed with all who were present at last week's meeting, to justify future meetings it will be necessary that we receive enough discussion topics for us to be able to construct a meaningful agenda. If each of you will offer at least one suggestion, we should have enough information--even allowing for duplication of some topics--to put together a meaningful agenda and be prepared to address your concerns and answer your questions. If we do not receive anything from you, however, we will forego operational representation from Kansas City, and may even postpone the meeting until the next regularly scheduled quarterly meeting date.

GSA is here to serve you, and our sincerest desire is to maintain a vibrant household goods program that will not only meet but exceed your needs. We are always willing to go more than halfway, but your cooperation is essential if we are to meet your expectations. We will continue to mail you a reminder of each meeting and specifically solicit agenda items. We trust we can count on each of you to submit at least one topic.

Larry then introduced Ted Bembenek, Jr., Director, GSA's Transportation Management Policy Division, Office of Governmentwide Policy (OGP) to update the committee on the approaching expiration of the Government Bill of Lading for domestic shipments.

### **GBL Retirement**

Ted furnished the Committee the following updated information on retirement of the GBL for domestic use:

- The September 30, 2001, expiration date of the GBL for domestic shipments has been extended to March 31, 2002.
- After March 31, 2002, GBL's may be used for international shipments only; they may not be used for domestic shipments after the expiration date unless the agency has a specific exemption from OMB or Congress.
- Agencies should not stock up on GBL's for domestic transportation; they may not be used for domestic shipments after 3/31/02 absent OMB/Congressional exemption.
- OGP envisions transportation service providers (TSP's) preparing bills of lading (B/L's) for agencies--this is a customary commercial practice.
- Agencies should transmit orders electronically to the TSP; the TSP will prepare the B/L and attach the agency's reference number.
- Agencies that ship under a GSA program will be covered by the transportation "terms and conditions" incorporated in Optional Form 280, the form TSP's use to file discounted rates with GSA. If an agency does not ship under a GSA program or request/accept rates using Optional Form 280, it must ensure for its own protection that the Government's transportation "terms and conditions" are incorporated by reference in the bill of lading pertaining to the shipment.

- OGP will send letters to agencies and TSP's, and publish information in the Federal Register, "Journal of Commerce," "Traffic World," and similar publications to ensure the Government community and vendors have information necessary to ensure a smooth transition when the GBL expires for domestic use.
- OGP also is working with agency finance offices to ensure a smooth transition.

### **Update of Transportation Management Services Solution**

Larry informed the Committee that GSA has contracted with Arthur Andersen to perform a risk assessment and make recommendations for the automated, seamless, total Transportation Management Services Solution (TMSS) (discussed in previous meetings) that GSA intends to offer its customers. TMSS, which will cover Government transportation from cradle to grave, incorporates about 40 systems requirements which Larry described—everything from online shipment booking to automated billing/payment, claims resolution, and transportation audit. The study is expected to take 5-6 weeks and already is in its third week. Once GSA receives Andersen's risk analysis/recommendations, we will involve our customers in determining what level of service they wish us to pursue for them based on expected system costs and the related industrial funding fee GSA must charge.

### **GSA Form 3080 and Employee's Guide**

Revised GSA Form 3080 has been approved for implementation, but has not yet been posted to the Web. Section 508 of the Americans with Disabilities Act requires all Web information to be accessible to the disabled. New Form 3080 will be posted to the Web as soon as GSA is able to make it Section 508 compliant. (A copy is included with these minutes for your information.)

The Employee Guide, "Shipping Your Household Goods" currently is at the printer's. Once the document is printed, you will be able to obtain copies from the Government Printing Office, and the document will be accessible on the Web as well. We are expecting a small stock from the printer and will send each of you a courtesy copy when they arrive. Notification will appear on the Web when each of the documents is available.

### **Miscellaneous Topics**

GSA currently is evaluating an alternate fuel surcharge proposal the Department of Veterans Affairs has asked us to consider. Our analyst has been speaking with VA's Committee representative to clarify assumptions and computations used in the proposal. We will discuss the proposal with the full Committee in a subsequent meeting when we have completed the evaluation.

Someone asked about the status of the plain English rewrite of Federal Travel Regulation Chapter 302, Relocation Allowances. Several Committee

representatives suggested we invite Jim Harte, OGP's Director of Travel Management Policy, to the next quarterly meeting to address Committee representatives about relocation issues of mutual interest. Larry recommended that a Committee representative formally suggest that as an agenda item when we send out the reminder for the next quarterly meeting and request agenda topics.

Les Oden, Department of Interior's Committee representative, stated that he is on the travel policy committee reviewing the Chapter 302 rewrite. He volunteered to furnish any interested HHG Committee member information about those meetings if they contact him at either of his email addresses:

[les\\_ogden@ios.doi.gov](mailto:les_ogden@ios.doi.gov) or [arleo@yahoo.com](mailto:arleo@yahoo.com).

Rossana Ballantine, Department of Energy, advised that her agency has negotiated a flat rate structure for its transportation program. Larry informed the Committee that the American Moving and Storage Association (AMSA) will publish a single factor rate tariff applicable to commercial shippers effective January 1, 2002. Rates will apply between 3-digit zip codes. GSA will study the new rate structure and decide whether to adopt it for Government traffic under GSA's programs. Larry indicated Scott Michael, AMSA, had made a very informative presentation about the forthcoming single factor rate tariff at GSA's Expo 2001 in Orlando, Florida in May. Larry will attempt to get Scott Michael to make the same presentation at the Committee's next quarterly meeting in the fall.

Ted Bembenek indicated he had viewed a demonstration of an impressive automated transportation system Department of Energy developed and is using. Ted indicated it would behoove individual Committee members to look at this system. A couple of people in the audience familiar with the Energy system reiterated Ted's praises. Larry said he would arrange to have Arthur Andersen include Energy's system in the risk analysis it is conducting for GSA's TMSS.

The meeting adjourned at approximately 11:00 a.m. The next quarterly meeting is scheduled for Wednesday, September 26, 2001, in Crystal Mall Building 4, Room 1129 from 9:00 a.m. until approximately noon.

# **IMPORTANT NOTICE**

**For**

## **Federal Agency Users of GSA's "Centralized Household Goods Traffic Management Program (CHAMP)"**

**Scott Michael, American Moving and Storage Association (AMSA), will speak at our next scheduled quarterly meeting on**

**September 26, 2001, about the "single factor rate tariff" the industry has developed and will implement on January 1, 2002, for the commercial sector. It is a big change and GSA must decide whether to adopt this new tariff as the basis for discounted rates the industry offers us for Government household goods traffic.**

**Scott made this same presentation before a large audience of Federal agency and HHG carrier representatives at the GSA Expo in Orlando, Florida in May and had their rapt attention. It is a very informative presentation and Scott provided opportunity at the end for interactive dialogue and questions and answers. He will give you that same opportunity on September 26th!**

**Mark your calendars and plan to attend. Your participation will be important to the future of CHAMP!**